



Job Specification

Insurance Executive

CIÉ has a requirement for an Insurance Executive, to work on the maintenance, development, performance, governance, administration, and delivery of the insurance provision for the CIÉ Group of Companies.

Responsibilities and Duties

- Create maximum awareness among the CIÉ Group of Companies regarding insurance related issues.
- Liaise with Dublin Bus, Irish Rail and Bus Eireann (“Operating Companies”) to review cover in place, uninsured risks, and cover for placement.
- Placement of insurance cover on behalf of the CIÉ Group of Companies
- Adhere to Service Level Agreements (SLAs) with Operating Companies including transparent adherence to Key Performance Indicators (KPIs) for the insurance service, under the SLA and scheduled SLA Reviews
- Conduct an annual review of insurance cover with Operating Companies.
- Advise and check on insurance requirements for Tenders and Contracts.
- General Insurance queries on specific issues.
- Manage claims arising under insurance policies.
- Check Contractors’ Insurances.
- Check Third Parties insurances.
- Organisation of Insurers’ Risk Inspections.
- Conduct appropriate ‘Value for Money’ exercises in collaboration with Head of Group Claims and Risk..
- Ensure premiums are paid and recorded accordingly.
- Prepare Budgets and Forecasts in respect of all insurance premia.
- Pre-renewal meetings with broker.
- Review and check wording of policies placed.
- Managing tendering process for Brokering contracts.
- General administration of all insurance provisions including claims.
- Manage and maintain good working relationships with internal and external clients/customers and suppliers, e.g. operating companies, brokers, contractors, underwriters, etc.
- Maintain accurate records.

Qualifications and Experience

- Certified Insurance Practitioner (CIP)
- Experience checking contractor insurances.



- Previous experience working for an Insurance Broker or advisory general insurance role would be beneficial.
- Experience in administration and management of a portfolio of insurance policies would be desirable.

To Apply

If you are interested in the role, please email a CV and supporting letter to:
recruitment@cie.ie

Closing date for applications is Friday 17th May 2024



Work relationships

- Reports to the Head of Group Claims & Risk
- Insurance brokers
- Procurement
- Managers and staff in each operating company

Competencies

- Knowledge of the Insurance sector.
- Effective interpersonal, organisational, analytical skills.
- Good IT skills, including proficiency with the Microsoft Office suite.
- Accuracy with good attention to detail in completion of all tasks.